

Board of County Commissioners

Sumter County, Florida

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FISCAL POLICY FOR PREPARATION AND ADMINISTRATION OF THE 2006-2007 BUDGET SUMTER COUNTY, FLORIDA

In compliance with the provisions of Chapter 129.03 Florida Statutes, the Board of Sumter County Commissioners has adopted the following fiscal policy which will be the tool to prepare and evaluate the budget requests for the fiscal year:

Elected Officials and Departments will provide the County Administrator, in his capacity as Budget Officer, any information available that could affect county revenue generated by or collected through the respective department for consideration during the revenue estimating process.

Elected Officials and Departments will provide the Budget Officer with anticipated excess budget funds available at fiscal year end.

In order to maintain efficient and cost effective services to the citizens of Sumter County, all budget requests are to be prepared from the modified zero-based budgeting process justifying the proposed expenditures as well as utilizing the most current information and trend analysis.

Specifically ordered for the Departments of the Board of County Commissioners, they shall make the budget presentations to the Budget Officer for incorporation into his overall budget presentation to the Board of County Commissioners.

Capital requests will be specifically identified in the Capital Improvement element with justification. Multiple year capital needs will be projected and updated annually.

Ongoing programs should be evaluated as to their effectiveness and efficiency. Data must be provided to document the necessity for continuation of programs and staffing.

Documentation for justification of new positions should be thorough and complete. All budget requests should clearly demonstrate the purposes for which monies are being requested.

Salary computation will be based on the approved pay plan of the Board of County Commissioners. Final compensation will be determined by availability of revenue.